CITY OF ADAK
AUTOMATIC PAYMENT BY CREDIT CARD

☐ Initial Request   ☐ Change   ☐ Cancellation

The City of Adak is pleased to offer AutoPay, a free automatic payment option to its valued customers. With AutoPay, your utilities payment is automatically withdrawn from your credit or debit card each billing cycle. AutoPay makes bill paying easy and avoids the chance of late payment fees.

Here's how AutoPay works: Your regular utility bill will show services rendered, amount owed and the payment date due. On the due date, the amount owed will be automatically deducted from your card account. No stamps, checks, or envelopes are needed.

You will still receive your utility bill by mail, giving you the opportunity to inspect all charges and report any concerns before the bill is paid from your card account. A record of your AutoPay payment will be noted on any regular statements you may receive from your card company.

This agreement between the Customer and the City of Adak authorizes the City to collect payments for utility bills by charging the Customer's credit/debit card.

Customer Name: _____

Mailing Address: _____

Service Address: _____

Home Phone: _____ **Work/Message Phone:** _____

City Utility Account No: (one form per account) _____

Name: (as it appears on credit card) _____

Credit Card Type: ☐ Visa   ☐ MasterCard   ☐ Discover

Credit Card No.: _____ – _____ – _____ – _____

Expiration Date: _____   **CVV2 Code:** _____

As an enrollee in this program, I understand that:

1. I will receive a bill each month even though I am on the automatic credit card payment plan. It will tell me the amount of my utility bill that will be charged to my credit card account.
2. If I enroll after my bill has been generated, I will need to make payment arrangements for that month's payment. The next month's payment will be automatically charged to my account.
3. The payment will be charged to my credit card account on the due date. If the due date falls on a non-business day, your payment will be charged on the preceding business day.
4. If my credit card account is declined for any reason, the City will attempt to contact me for alternate payment arrangements. My account will be subject to normal credit procedures and non-sufficient funds charge of $25. If my payment is declined twice within a 12 month period, the City may cancel my participation in this program.
5. No more than one credit card will be billed for each utility account.
6. If my credit card number changes, I will notify the City of the new account number. **I will also notify the City of a change in the credit card expiration date because the expiration date is necessary to process my payment.** If I fail to provide this information prior to the payment date and the City is unable to process my payment, I will be responsible for an alternate payment arrangement and any late fee or non-sufficient funds charge that results.
7. I will notify the City at (907) 592-4500 if I wish to cancel this agreement.
8. The City may cancel this agreement at any time with written notice.

By signing this authorization, the Customer acknowledges that he/she has read and agrees to all of the above.

CUSTOMER SIGNATURE: _____ DATE: _____

CARDHOLDER'S SIGNATURE: _____ DATE: _____

Please return this form to City of Adak, P.O. Box 2011, Adak, Alaska 99546 or fax to (907) 592-4262.
For more information call (907) 592-4500.